

RIF RESUME SAMPLE – Complete a separate block of experience for each position (Federal {military/civilian} private sector & volunteer) held.

MARK EXAMPLE

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Macon, GA 31204
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SSN: 123-45-7890

U.S. Citizen: Yes
Veteran's Preference: 5 Points

WORK EXPERIENCE

US Air Force	3/1983-present
Texas AFB, TX	5/2000-present
Chief, European Fixed Site Operations (MSgt, E-7)	Hours/week: 40
HQ Air Intelligence Agency (ACC), Directorate of Operations	Supervisor: Major John Major
Texas AFB, TX	Telephone: (800) 471-9201

Supervises 18-person multi-national team, as handpicked chief, managing fixed-site, highly classified special programs supporting ENDURING FREEDOM and other intelligence programs in Europe. Guides over 120 personnel working in a network of European fixed-site intelligence collection units, providing near real-time intelligence support to combat commanders and national agencies. Allocates resources, directs equipment and system acquisition, identifies and resolves resource shortfalls. Develops and implements courses of action, ensures team meets objectives. Writes and disseminates detailed operations and training directives. Oversees intelligence information analysis, processing, and dissemination. Collects intelligence information. Analyzes data, effectively using specialized knowledge of intelligence investigative, operational methodologies, techniques, and concepts. Processes data, and then disseminates information to appropriate field operations. Provides high-level technical support for all data collection. Advises management as principle source for new operational concepts development and system design reviews. Validates and executes program-level system requirements. Coordinates data dissemination and supplies intelligence products to various elements in the National Intelligence Community structure; utilizing knowledge of the National Intelligence Community structure, missions, functions, responsibilities, and interrelationships to provide timely and correct information.

Oversaw and directed a \$2.5M project to upgrade an outdated, mission-critical overseas 60' antenna improving signal quality, ensuring a 30% increase in data collection, satisfying mission requirements. Managed installation of \$800K Mission Management Tool project (an automated tasking, reporting, and metrics collection platform that reflects accurate and up-to-date operations management information). Took "unsurpassed initiative" to work effectively with civilian contractors, providing the clear communication to ensure they understood and implemented all governmental requirements.

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Efforts resulted in project completion ahead of schedule, increasing worldwide mission productivity by 50%. Coordinated between the National Security Agency (NSA) and the British government, providing the support to successfully acquire a new signal survey processor; dramatically improving ability and timeliness to report critical intelligence information to a war fighter. Led \$500K Signal Processing Study, devising a plan for upgrading critical equipment, ensuring site is “in a position to meet a myriad of difficult requirements in a complex signal environment; site capabilities are significantly enhanced”, with the “leading-edge technology when it comes to support of space operations.” Hand-picked as branch representative for quarterly financial management meetings, due to budgeting knowledge; provided the leadership to ensure funding stayed on track. Cited as “a proven leader and performer! Innovative professional who consistently leads from the front of the pack.”

UK Base, UK

Operations Watch Officer / Flight Chief (MSgt, E-7)

Information Operations Squadron

UK Base, UK

7/1998-5/2000

Hours/week: 40

Supervisor: Major Robert Major

Telephone: (800) 471-9201

Supervised an 18-person, 24-hour watch operation, directing the collection, processing, analysis, dissemination, and reporting of time-sensitive intelligence to theater commanders and national-level decision makers. Managed the operational application of \$24M state-of-the-art communications and computer equipment. Coordinated with on-site managers, national agencies, tasking authorities, and international processing centers to optimize asset employment against critical targets. Met the most current and highest priority requirements in a dynamic environment. As Collection Operations Shift Manager, guided 13 airmen in a matrix organization at a 1,450-person U.S. and United Kingdom intelligence site. Represented the US Air Force chain-of-command for a 70-person joint combined, around-the-clock operation. Enforced performance, awards, and decorations reports standards. Resolved all Air Force personnel issues.

“Led watch team to new heights in intelligence production results”; team accounted for over 90% of new targets found and 35% of site’s operations fourth quarter intelligence collection. Lauded as “standard-setting leader in the joint environment, triumphed over manning shortfall to set productivity records.” Utilized extensive knowledge of counterintelligence investigative and operational methodologies, techniques, and concepts to provide essential analysis and dissemination of key data against a real-time event. Based on timely, correct information, immediately asked to continue access to this on-going international crisis, insightful analysis was used by national leaders for contingency planning. Mentored subordinates, guiding them to successfully complete 24 National Cryptologic School courses, the highest training ratio in operations. Balanced mission and personnel development requirements, set operations best training record with only 61% manning. Developed the critical skills for five positions; increased team’s flexibility. Championed team, resulting in 40% receiving medals, cash awards, and letters of appreciation. Directed crucial coverage of three new missions during initial deployment phase as only source that provided this timely intelligence to theater and national customers. Managed scarce resources to flawlessly satisfy all intelligence requirements for two top targets. Revamped and streamlined operations manager working aids; improved operations effectiveness and timeliness. Analyzed high-priority special category tasking schedules for 21 mission entities during fall equinox, found and resolved task conflicts while anticipating customer requirements. Achieved outstanding score on National Cryptologic School operational course. Resulted in unequaled 100% coverage with record 127 intercepts. Managed over \$24M worth of cryptologic collection and processing systems, aggressively capitalizing on opportunities to enhance mission effectiveness. Identified and corrected system processing parameter problems, successfully recovered priority mission after 12-day hiatus.

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Japan Air Base, Japan
NCOIC, Operations (MSGT, E-7)
Intelligence Squadron (AIA)
Japan Air Base, Japan

5/1996-7/1998
Hours/week: 40
Supervisor: Captain David Captain
Telephone: (800) 471-9201

Supervised 6 officers providing special signals processing support to a \$500M Air Force Deep Space Tracking Site. Managed mission and provided guidance for 19 technical officers and airmen. Directed analysis effort and provided focus for operations training program. Provided expert liaison and technical support to the Air Intelligence Agency (AIA), Air Force Space Command (AFSPC), and other Department of Defense (DoD) agencies. Served as representative for operations support issues with the collocated Space Surveillance Squadron. Provided training to ensure crewmembers proficiency. Coordinated mission tasking, operation requirements, and equipment upgrades with higher headquarters

Developed and implemented a near perfect tasking strategy, empowering operators to draw upon mission awareness and track requirements with an on-line database, satisfying 501 quarterly intelligence requirements and resulting in 96% of customer collection requirements met, an increase of 55%. Analyzed high-priority special category tasking schedules for 8 mission entities during fall equinox found and resolved task conflicts. Expertise in utilizing knowledge to anticipate national customer's requirements resulted in 27 intercepts and 100% coverage. Directed and supervised 100% coverage of high-interest satellite handover, only the second ever such event, providing the faultless coverage and time-sensitive data reporting and dissemination to ensure national agencies received critical intelligence data. Developed and implemented a new information operations concept for continuous coverage of an emerging space threat; national-level agency lauded flawless execution for "gaining in days what previously took years to acquire". Increased and maintained overall intelligence collections at a 95% level, an increase of 20% over the previous year. Redefined AIA's tasking process, clarifying requirements from other intelligence agencies. Developed and wrote a new operating instruction, clearly defining workforce operations procedures and goals. Directed mission management, tasking, analysis, reporting, quality control, and magnetic media control, ensuring no unauthorized access to confidential materials. Regarded as the "final authority for all collection management questions!"

Japan Air Base, Japan
Space Systems Mission Supervisor (TSgt, E-6)
Intelligence Squadron
Japan Air Base, Japan

5/1995-5/1996
Hours/week: 40
Supervisor: MSGT Mary Sergeant
Telephone: (800) 471-9201

Supervised 3 people providing special signals processing support to the \$100 million Air Force Space Command Deep Space Tracking System. Operated \$5M sophisticated electronic data processing analysis, recording, and communications equipment. Monitored, processed, analyzed, and reported electromagnetic phenomena using state-of-the-art equipment and analysis techniques. Implemented critical tasking to ensure appropriate emissions are monitored and results are forwarded to satisfy Air Force, Department of Defense (DoD), and national agency requirements. Interpreted data, prepared analysis reports and magnetic media logs, and performed quality control checks on all media prior to transmission. Provided direct intelligence support to the collocated Air Force Space Command (AFSPC) squadron during exercise and contingency operations.

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Motivated subordinates through expert mentoring, completing 40% of a special field of view task, providing national-level personnel a clearer picture of U.S. capabilities and smart resource tasking. Utilized exceptional technical skills to master all tasks, including the most difficult manipulation of computerized processing files to obtain correct report output. Utilized “keen analytical abilities and attention to detail” to identify missing data and develop a solution. Implemented solution across all shifts, ensuring reports had all required data. Completed a rigorous task certifier training regiment in 50% of allotted time; alleviated team-manning shortage. Designed and implemented a database, tracking optimum activity for three duties, establishing schedules that more than doubled success percentages.

Ft. Maryland, MD

Satellite Systems Analyst (TSgt, E-6)

Intelligence Squadron

Ft. Maryland, MD

6/1992-5/1995

Hours/week: 40

Supervisor: MSGT Steven Sergeant

Telephone: (800) 471-9201

Researched, analyzed, and reported on Foreign Instrumentation (FIS), supporting real-time collection guidance and production of reports and studies for high-priority space systems. Performed far-reaching research in technical and engineering libraries, ascertaining system capabilities. Conducted extensive signal analysis, using complex, state-of-the-art computer based systems. Gave briefings at analysis exchanges and conferences. Coordinated with other analysts in the National Security Agency (NSA), Headquarters Air Intelligence Agency (AIA), Air Force Space Command (AFSC), and throughout the intelligence community. Maintained large database on assigned space system.

Supported \$100M strategic system, as handpicked analyst. Reported space systems health and welfare status to departments at the AFSC and NSA, effectively facilitating dissemination of time-sensitive information to field sites during significant space events. Researched and diligently ensured proper instructions were in place at appropriate field units, filling a significant intelligence information gap. Represented headquarters at several analyst-to-analyst conferences, based on “vast experience and extensive knowledge.” Utilized technical knowledge to compare old procedures with new procedures, identified inconsistencies and errors, and corrected procedures to allow operation objectives to be met.

EDUCATION:

High School:

Type and year of degree(s) received:

Senior High School, Anytown, LA

H. S. Diploma, 1980

College:

Major field(s) of study:

Type and year of degree(s) received:

TopNotch College

Communications Applications Technology

Completed 48 credit hours

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OTHER QUALIFICATIONS:

Job-related training courses:

Senior Non-Commissioned Officers Academy, US Air Force	1997
Senior Enlisted Cryptologic Supervisors, National Cryptologic School	1996
Non-Commissioned Officers Academy, US Air Force	1994
Space Systems Basic Operator Course (12 Weeks), US Air Force	1991
Collection Management and Signals Intelligence Operations (120 Hours), US Air Force	1990
Non Commissioned Officers Leadership School (40 Hours), US Air Force	1988
Field Operations Cryptologic Technician Course (120 Hours), Honor Graduate, US Air Force	1983

Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.):

VAX/VMS, Windows (95/98/ME/XT/2000/NT), Sun Trusted Solaris v2.8, Sun Solaris, DEC MLS+, Microsoft Office (Word, Excel, Access, PowerPoint), Sun Star Office
Type 30 wpm

Job-related certificates and licenses:

Driver's License, expires 07/20xx

Top Secret/Special Compartmented Information (SCI) Clearance, Date of Security Background Investigation: 4/2000

Job-related honors, awards, and special accomplishments:

Defense Meritorious Service Medal
Air Force Meritorious Service
Joint Service Commendation Medal (2)
Joint Service Achievement Medal
Air Force Achievement Medal